

Debt Settlement Terms Update

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

We are writing to update you on the terms of your debt settlement agreement with us. After careful consideration and review, we propose the following terms:

Updated Terms:

- Total Amount Due: [Insert Amount]
- Settlement Amount: [Insert Amount]
- Payment Schedule: [Insert Schedule]
- Deadline for Payment: [Insert Deadline]

Please review these terms carefully and contact us by [Insert Deadline for Response] if you have any questions or concerns. Your prompt response is appreciated to ensure a smooth settlement process.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Contact Information]